



Step-by-Step Instructions on How to Upload and Route an Award through "My Forms" to usamrmc.awards@us.army.mil



UPLOADING AND ROUTING AN AWARD TO "MY FORMS"



GO TO AKO HOME PAGE

Army Knowledge Online - Windows Internet Explorer

https://www.us.army.mil/suite/login.fcgi?TYPE=33554433&REALMID=06-56ac77c4-98b2-1009-96b6-84a74d100cb3&UID=18&MAUTHREASON=0&METHOD=GET&SMAGENTNAME=SM-Dgs1Cox22Zu6Nc040Y%2bT477GJKuMDL2tYw6HY7Aue1oe%22MGO8bn

File Edit View Favorites Tools Help

AKO Army Knowledge Online

AKO ARMY KNOWLEDGE ONLINE **DKO** DEFENSE KNOWLEDGE ONLINE

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Other DoD Service Portals
▶ Air Force Portal ▶ Defense Online ▶ MarineNet ▶ Navy Enterprise Portal -- Coming Soon

Terms of Use / Terms of Service
The security accreditation level of this site is Unclassified FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system.

Done

Trusted sites 100%



Paratroopers with the 82nd Airborne Division's 1st Brigade Combat Team prepare to leave a village after capturing a high-value individual Jan. 26, 2012, on the simulated battlefield of the Joint Readiness Training Center, Fort Polk, La. The paratroopers are preparing for a deployment to Afghanistan. (U.S. Army photo by Sgt. Michael J. MacLeod) (Photo by U.S. Army)



UPLOADING AND ROUTING AN AWARD TO "MY FORMS"



Army Knowledge Online - Windows Internet Explorer

https://www.us.army.mil/suite/login/login.fcgi?TYPE=335544338REALMOID=06-56ac77cd-98b2-1009-96b6-84a74d100cb3&GUID=1&SMAUTHREASON=0&SMETHOD=GET&SMAGENTNAME=SM-Dgs1Cox22Zw5No040Y%2bt%2bTdt77GJKuMDt2tYu6HY7Aue1oe%2f%0Q0Sbnv

File Edit View Favorites Tools Help

AKO Army Knowledge Online

AKO ARMY KNOWLEDGE ONLINE **DKO DEFENSE KNOWLEDGE ONLINE**

Login to AKO/DKO
Forgot Your Password?

Username

Password

☐ Low Bandwidth **Login**

CAC Login to AKO/DKO

☐ Low Bandwidth **CAC Login**

Access Your Webmail

- Webmail
- Webmail Classic
- Webmail Lite

New User?

- Register without a CAC
- Register with a CAC

If you are a DoD customer (non-Army), a CAC is required for registration (except for Individual Ready Reserve personnel, and DKO personnel who are CAC-exempt).

Help

- Reset Password
- Username Reminder
- Help Desk

Need a new password? Forgot your password? Click here to reset it.

FAQs

- How do I install the DoD Certificate?
- How do I reset my password?
- How do I register?
- Account?
- How do I use my CAC to login to AKO/DKO?
- Search All FAQs

Other DoD Service Portals

- Air Force Portal
- Defense Online
- MarineNet
- Navy Enterprise Portal -- Coming Soon

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Paratroopers with the 82nd Airborne Division's 1st Brigade Combat Team prepare to leave a village after capturing a high-value individual Jan. 26, 2012, on the simulated battlefield of the Joint Readiness Training Center, Fort Polk, La. The paratroopers are preparing for a deployment to Afghanistan. (U.S. Army photo by Sgt. Michael J. McLeod) (Photo by U.S. Army)

LOG IN TO AKO

https://help.us.army.mil/akohd.cfg/php/enduser/std_adp.php?p_faqid=24

Trusted sites 100%



UPLOADING AND ROUTING AN AWARD TO "MY FORMS"



Army Knowledge Online - usamrmc.awards - Windows Internet Explorer

AKO https://www.us.army.mil/suite/designer

File Edit View Favorites Tools Help

AKO Army Knowledge Online - usamrmc.awards

Home My Account Favorites Quick Links Self Service

To improve performance, it is strongly recommended you upgrade to Internet Explorer 8.0 or higher. [Hide](#)

AKO Mail Inbox (2)

New Notifications (0)

New In My Files (0)

New in My Blogs

My Tasks

Tell CPT AKO/Tell Top

G1 Suicide Prevention

Webmail Lite

AKO Speed Test

AKO Training

CAC Resource Center

Slick Deals

Inside AKO/DKO

Career Opportunities

Registration Open for 2012 Reverse Osmosis Water Purification Unit RODEO

The US Forces Command and Training Doctrine Command is looking for teams to compete in the 2012 SGM John C. Manigliano Award of Excellence Reverse Osmosis Water Purification Unit (ROWPU) Regulated On-site Demonstrated Efficiency Objective (RODEO). Registration forms are due 17 February. For details, including the registration form, click "More" and review the

- [The U.S. Army Wants YOU to Sound Off About Your PT Uniform](#)
- [First-Ever AKO Webinar Available Online](#)
- [Registration Open for 2012 Reverse Osmosis Water Purification Unit RODEO](#)
- [Kids Deploy Too](#)

[Announcements](#) [AKO News](#) [AKO Select Links](#) [AKO Stats](#)

USAMRMC AWARDS

Organization: USAMRMC, Utility
Sponsor: [eartha.degannes](#)
Address: 504 SCOTT STREET, FORT DETRICK, MD 21702
T: 301-619-7395 ; DSN: 343-7395 ; F: 301-619-2109

Last Login
06 Feb 2012 14:10 GMT via username/password from ip 214.24.210.13

Last Password Change
Your last password change was on **01 Feb 2012**

Toolbox

- [Manage My Groups](#)
- [Edit My Favorites](#)
- [Edit Notification Settings](#)
- [Create a Site](#)
- [Create a Page](#)
- [View My Profile](#)
- [Upload File](#)

Have you used the My Library function?

Answer ☐ Yes ☐ No ☐ I didn't know about My Library.

[Vote](#) [View Results](#)

[Comment on this poll in the blog.](#)

CLICK ON FORMS

Inside AKO | Help | Terms of Use

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UPLOADING AND ROUTING AN AWARD TO "MY FORMS"



My Forms on Army Knowledge Online - Welcome - Windows Internet Explorer

https://myforms.ecms.army.mil/aps/myportal

File Edit View Favorites Tools Help

My Forms on Army Knowledge Online - Welcome

U.S. ARMY
Forms Content Management

Welcome USAMRMC! | Log Out

Product DA 260

Welcome Inbox **Drafts** Favorites Recycle Bin Help

Form Finder

Form Number: Form Title:

News

Quick Links

[A2TS Website](#), [APD News](#), [Lotus Forms Viewer](#), [ApproveIt](#), [User Guide](#), [ECMS Portal User Center](#), [Awards](#)

Army transitions to Vista Operating System

The Army's Vista and XP compatible forms (Lotus Forms Viewer 3.5.1) and digital signature (ApproveIt 6.5) solution is now available via the Army Gold Master (AGM) and CHES.

[APD Rolls Out Phase 1 of the Wizardized DA Form 260](#)

Welcome to APD's "My Forms" Portal (Version 2.0)

What is the "My Forms" Portal v2.0? The "My Forms" Portal is the Army Publishing Directorate's (APD) next-generation forms content management system. "My Forms" Portal v2.0 provides an Army enterprise forms system situated behind the Army Knowledge Online (AKO) to improve the management of thousands of forms-based processes. The solution includes Army enterprise-wide licenses for new electronic forms software, Lotus Forms Viewer, and new electronic approval software, ApproveIt Desktop.

What you will be able to do:

- Search for Departmental forms
- View forms within Internet Explorer
- Fill, edit, print, sign, and save forms
- Route forms to other AKO users
- Track the status of a routed form
- View a real-time, read-only copy of a routed form

System Requirements:

Users must have the [Lotus Forms Viewer](#) and [ApproveIt Desktop](#) installed on their computers to use "My Forms" Portal v2.0.

Note:

To open the Lotus forms available on "My Forms" Portal v2.0, users must have the Army version of Lotus Forms Viewer installed on their desktop. To electronically sign signature enabled Lotus forms (identifiable by the "Click to Approve" icon in the signature field), ApproveIt must be installed. Both software applications are available to Army users free of charge from local DOJM offices or via download from the Computer Hardware, Enterprise Software and Solutions (CHES) website. Users must have administrator rights to their desktop to install the software. If you do not have administrator rights, please contact your local IT helpdesk for assistance.

Done

Trusted sites 100%

CLICK ON Drafts



UPLOADING AND ROUTING AN AWARD TO "MY FORMS"



My Forms on Army Knowledge Online - Drafts - Windows Internet Explorer

https://myforms.ecms.army.mil/aps/myportal/tut/p/a/1/04_SjzQDNzY3NjleNjbWj9CPykssy0xPLUhmM0vM4fGjz0ldjQz8nZuMHQ3cTYxdDDwNqz3NvNzCDAX8TtTD9aPwKjEgSowwAEcDfT9PPJzU_Vzo7w8yh0VFQG6HCN6dL4X5/L24JQSEvUUK3Q880SmtFL1o2X0EyMB9C1

File Edit View Favorites Tools Help

My Forms on Army Knowledge Online - Drafts



U.S. ARMY
Forms Content Management

Product DA 260

Welcome USAMRMC | Log Out

Welcome Inbox **Drafts** Favorites Recycle Bin Help

Form Finder

Form Number: Form Title:

Drafts

Forms Folders Drafts -- 0 Form(s), 0 Folder(s) 1 Close All

Form Name	Form Type	Create Date	Last Action	Suspense Date
-----------	-----------	-------------	-------------	---------------

Upload Form *No forms found*

Add To Folder

Extract

Comment

Rename

Copy

Delete

Route Slip

Manage Favs

Sp. Tasks

Tracking

Forms Folders Tracking -- 0 Form(s), 0 Folder(s) Close All

Form Name	Form Type	Current Owner	Date Received	Date Viewed
-----------	-----------	---------------	---------------	-------------

Recall *No forms found*

History

Comment

Delete

Print All

CLICK ON Upload Form

Done

Trusted sites

100 %



UPLOADING AND ROUTING AN AWARD TO "MY FORMS"



This Box Will Pop-Up

https://myforms.ecms.army.mil/wps/PA_AJAXWeb/SessionCheckServl...

Select a form from your local computer:

Browse... **Upload**

Cancel

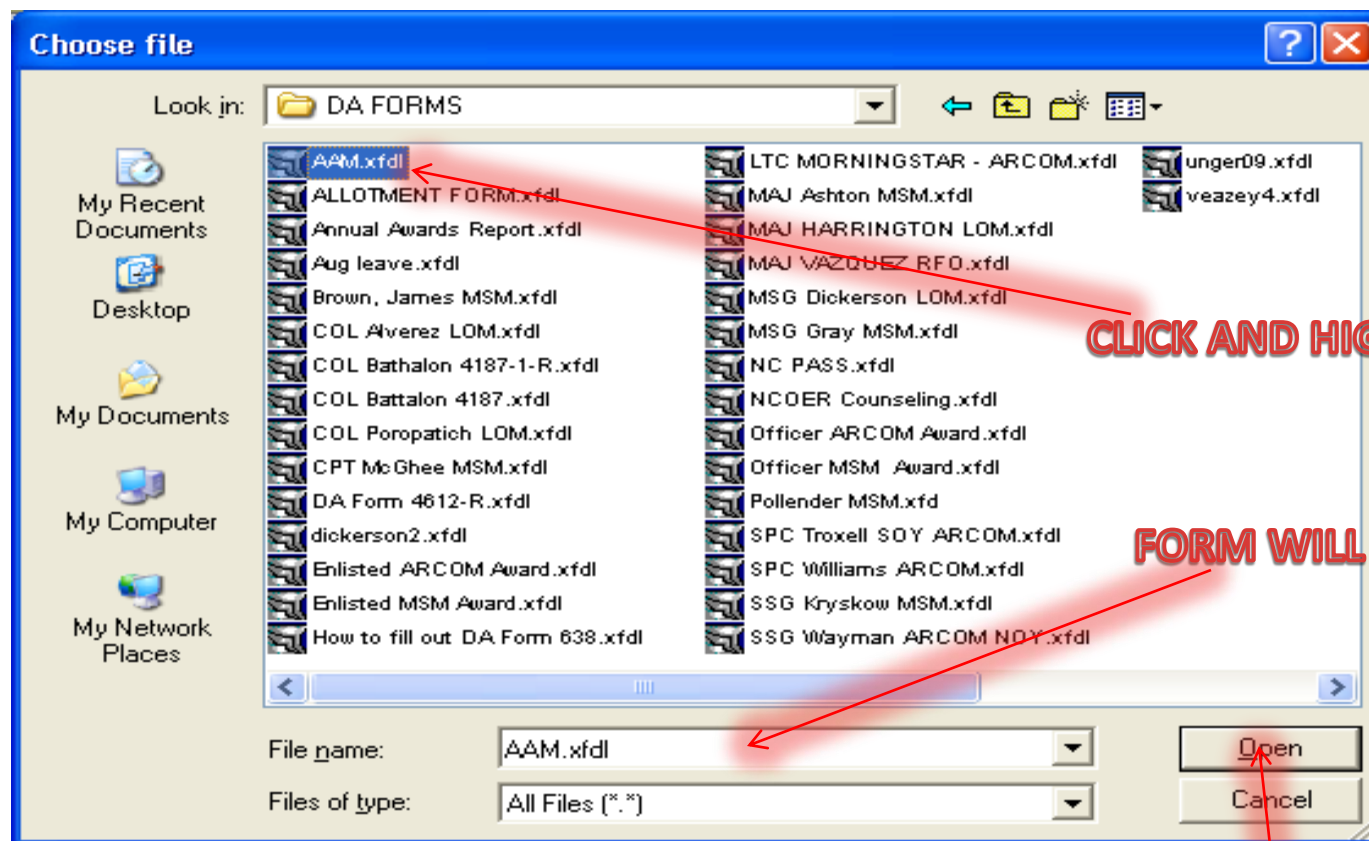
Click on Browse



UPLOADING AND ROUTING AN AWARD TO "MY FORMS"



LOCATE THE FORM TO BE UPLOADED



CLICK AND HIGHLIGHT FORM

FORM WILL SHOW UP

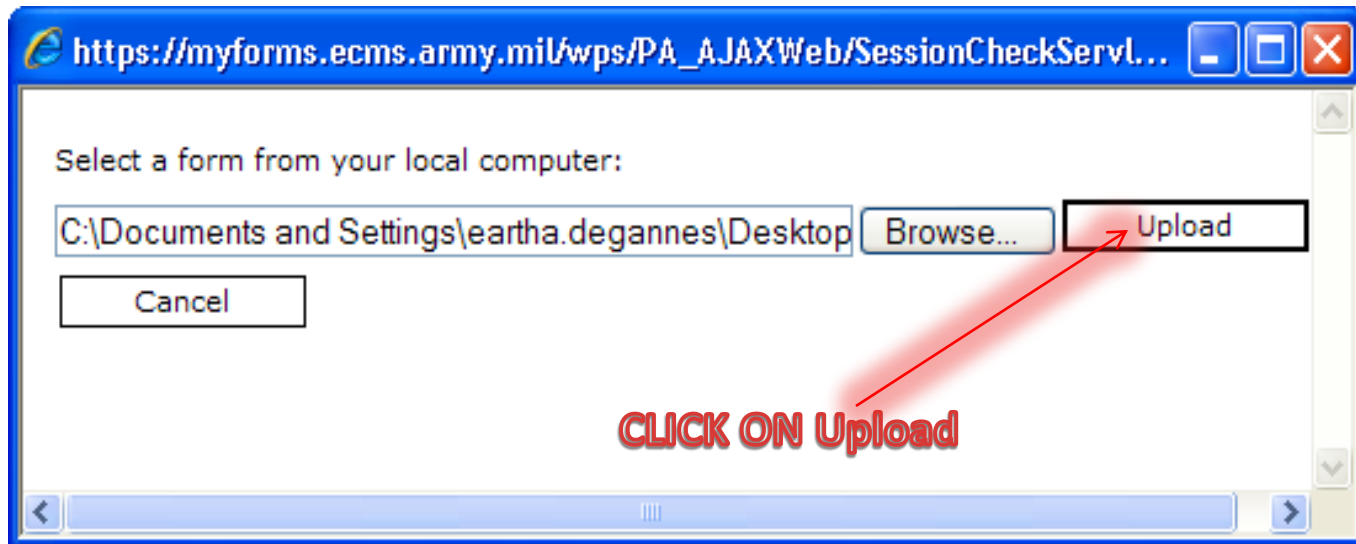
NOW CLICK ON OPEN



UPLOADING AND ROUTING AN AWARD TO "MY FORMS"



THIS BOX WILL POP UP





UPLOADING AND ROUTING AN AWARD TO "MY FORMS"





UPLOADING AND ROUTING AN AWARD TO "MY FORMS"



My Forms on Army Knowledge Online - Drafts - Windows Internet Explorer

https://myforms.eoms.army.mil/aps/myportal/hut/p/b1/04_Sjz00NzY3NjluNjB9C PykssydxPLmM40vM4fGjz0ldjQz8nZuMHQ3cTYxdDDeNzQ3NvNzCDAw8TTTD9aPwKjEzqSowwAEsDRT9PPJzU_Vto7w8yh0VFQ66HCN6A94k5/L2dJQJQSEvUUr3Q S80 Smt FL1o2XD EymEB C1

File Edit View Favorites Tools Help

My Forms on Army Knowledge Online - Drafts

U.S. ARMY
Forms Content Management

Welcome USAMRMC! | Log Out

Product DA 260

Welcome Inbox **Drafts** Favorites Recycle Bin Help

Form Finder

Form Number: Form Title:

Drafts

Forms Folders Drafts -- 1 Form(s), 0 Folder(s) 1 Close All

	Form Name	Form Type	Create Date	Last Action	Suspense Date
<input type="checkbox"/>	usamrmc.awards_Up	DA 638	Feb 07, 2012 21:27:04 GMT	-	-

Upload Form
Add To Folder
Extract
Comment
Rename
Copy
Delete
Route Slip
Manage Favs
Sp. Tasks

Tracking

Forms Folders Tracking -- 0 Form(s), 0 Folder(s) Close All

	Form Name	Form Type	Current Owner	Date Received	Date Viewed
<input type="button" value="Recall"/>	No forms found				

History
Comment
Delete
Print All

Done

Trusted sites 100%

Once this box shows up
Click on the box

Click on Rename



UPLOADING AND ROUTING AN AWARD TO "MY FORMS"



My Forms on Army Knowledge Online - Drafts - Windows Internet Explorer

https://myforms.eoms.army.mil/aps/myportal/ut/p/b/1/04_Sjz00NzY3NjleNjBVMj9CPykssyDxPLMhM6vMAF6jz0IkJQz8nZmMHQ3cTYxdDDeNqz3NvNzCDw8TtTD9aPwKjEgSowwAEcDT9PPJzU_Vzo7w8yh0VFQ66HCN6/dl4d5/L2dJQSEvUUt3Q580SmfFL1o2XDyME9Ct

File Edit View Favorites Tools Help

My Forms on Army Knowledge Online - Drafts

U.S. ARMY
Forms Content Management

Welcome USAMRMC! | Log Out

Welcome Inbox **Drafts** Favorites Recycle Bin Help

Form Finder

Form Number: Form Title:

Drafts

RENAME...

usamrmc.awards_Upload

usamrmc.awards_Upload

Tracking

Forms Folders Tracking -- 0 Form(s), 0 Folder(s) Close All

Form Name	Form Type	Current Owner	Date Received	Date Viewed
No forms found				

Recall History Comment Delete Print All

Delete information and Replace with Soldier name, Rank and type of award

Click on Rename



UPLOADING AND ROUTING AN AWARD TO "MY FORMS"



My Forms on Army Knowledge Online - Drafts - Windows Internet Explorer

https://myforms.eoms.army.mil/ups/myportal/out/p/b1/04_5jsQ0NzY3NjwNjBw9CPyKssy0xPLUhm40vMAfGje0ldQz8nZmMHQ3cTYxdDwNQz3NvNzCDvK8TYTD9aPwKjEgSowwAEsDfT9PPJzU_4o7w8yh0vF0G6HCN6Xdl4k5/L2dJQSEvUUr3Q580SmtFL1o2XD EymE9C1

File Edit View Favorites Tools Help

My Forms on Army Knowledge Online - Drafts

U.S. ARMY
Forms Content Management

Welcome USAMRMC! | Log Out

Product DA 260

Welcome Inbox **Drafts** Favorites Recycle Bin Help

Form Finder

Form Number: Form Title:

Drafts

RENAME...

usamrmc.awards_Upload

Renamed form Last name First name AAM from usamrmc.awards_Upload

Tracking

Forms Folders Tracking -- 0 Form(s), 0 Folder(s)

Form Name	Form Type	Current Owner	Date Received	Date Viewed
No forms found				

Trusted sites 100%

Click on Continue



UPLOADING AND ROUTING AN AWARD TO "MY FORMS"



My Forms on Army Knowledge Online - Drafts - Windows Internet Explorer

https://myforms.eoms.army.mil/wps/myportal/utp/ab1/04_Sp00NzY3NjleNjbW99CPykssy0xPLMhM0vM4fGpOIdjQz8nZuMHQ3cTYxdDwNqz3NvNzCDx8T1TD9aPwKjEgSowwAEsDTT9PPJzU_v2o7w8yh0VFQ66HCN6/6l4/05/L2dJ/QSEvUUK3Q580SmeFL1o2XD0EyME9C1

File Edit View Favorites Tools Help

My Forms on Army Knowledge Online - Drafts

U.S. ARMY
Forms Content Management

Welcome USAMRMC | Log Out

Form Finder

Form Number: Form Title:

Drafts

Forms Folders Drafts -- 1 Form(s), 0 Folder(s) 1 Close All

Form Name	Form Type	Create Date	Last Action	Suspense Date
Upload Form <input checked="" type="checkbox"/> Add To Folder Extract Comment Rename Copy Delete Route Slip Manage Favorites Sp. Tasks	Last name First name AAM	DA 638	Feb 07, 2012 21:27:04 GMT	

Click in the box

Then click on Route Slip

Tracking

Forms Folders Tracking -- 0 Form(s), 0 Folder(s) Close All

Form Name	Form Type	Current Owner	Date Received	Date Viewed
Recall History Comment Delete Print All	No forms found			

Done

Trusted sites 100%



UPLOADING AND ROUTING AN AWARD TO "MY FORMS"



My Forms on Army Knowledge Online - Drafts - Windows Internet Explorer

https://myforms.eoms.army.mil/aps/myportal/ua/p/b1/04_Sjz00NzY3NjleNj9C PykssyDxPUMhMdvMMfGjzOIdjQz8nZmMHQ3cTYxdDDeNqz3NvNzCDAw8QROI8SgwMyGkP1w_Cq8SkAgBQY4gKOBvp9Hfm6qfm5UjqWbrqM4AK8DFYMI/dl4/45/L2dJQSEvUUk3QS80SmtF

File Edit View Favorites Tools Help

My Forms on Army Knowledge Online - Drafts

U.S. ARMY
Forms Content Management

Welcome USAMRMC! | Log Out

Welcome Inbox **Drafts** Favorites Recycle Bin Help

Form Finder

Form Number: Form Title:

Drafts

ROUTE...
first name last name AAM

Search Users

Last Name: First Name: Exact Match:

Middle Name: AKA ID:

Original

☐ USAMRMC ☐ AWARDS

No Date 2012

No

Please enter comments here.

Info Copy

no

Email Copy

Please enter text for the email here.

Click on Add as original

Click on Route

1
In the AKO ID box
type in awards address:
usamrmc.awards

2
Click on Search



UPLOADING AND ROUTING AN AWARD TO "MY FORMS"



My Forms on Army Knowledge Online - Drafts - Windows Internet Explorer

https://myforms.eoms.army.mil/aps/myportal/fut/p/b/1/04_Sjz00NzY3NjluNjBwJ9CPykssy0xPLMmM0vM4Mjz01dQz8nZwMHQ3oTYxdDwNQz3NvNzCDAw8QRoi8SgwMyGkP1w_Cq8SkAgBQY4gKOBvp9Hfms6qtm5UjqWhngMAK6DFYMI/d4/d5/L2dJQSEvUUK3QSB0SmtF

File Edit View Favorites Tools Help

My Forms on Army Knowledge Online - Drafts

U.S. ARMY
Forms Content Management

Welcome USAMRMC! | Log Out

Product DA 260

Welcome Inbox **Drafts** Favorites Recycle Bin Help

Form Finder

Form Number: Form Title:

Drafts

ROUTE...

first name last name AAM

The form first name last name AAM has been routed to usamrmc.awards. No Suspense Date was set.

Click on Continue



UPLOADING AND ROUTING AN AWARD TO "MY FORMS"



My Forms on Army Knowledge Online - Inbox - Windows Internet Explorer

https://myforms.eoms.army.mil/aps/myportal/utp/b1/04_SjzQ0NzY3NjIwNjV9C PykssyDxPUMhM0vMfGjzOl4jQz8nZwMHQ3cTYxdDwNGz3NvNzCDAwczYAKlvEoMDMhpD9cPwqvEpAJYAU0GICjgb6fR35uq5uV6lp66jgBx88jR4d4d5/L2dJQS5EvUUK3Q580SmtFL1o2

File Edit View Favorites Tools Help

My Forms on Army Knowledge Online - Inbox

U.S. ARMY
Forms Content Management

Welcome USAMRMC! | Log Out

Product DA 260

Welcome **Inbox** Drafts Favorites Recycle Bin Help

Form Finder

Form Number: Form Title: Search Search By Range Non-Lotus Forms

Inbox

Forms Folders Inbox -- 5 Form(s), 0 Folder(s) 1 Close All

Form Name	Form Type	Routed User	Action Date	Suspense Date
[Redacted]				

Add To Folder
History
Comment
Rename
Copy
Delete
Route Slip
Manage Favs
Sp. Tasks

Tracking

Forms Folders Tracking -- 1 Form(s), 0 Folder(s) Close All

Form Name	Form Type	Current Owner	Date Received	Date Viewed
first name last n ame AAM	DA 638	usamrmc.awards	Feb 07, 2012 22:13:44 GMT	Not yet viewed.

Recall
History
Comment
Delete
Print All

Click on Inbox at the to of the page.

The award will show up in your in box



UPLOADING AND ROUTING AN AWARD TO "MY FORMS"



CONGRATULATIONS YOU HAVE JUST SUCCESSFULLY

UPLOAD YOUR AWARD

TO MY FORM

ANY QUESTIONS?